HOW TO BOOK A TRAINING WITH SAP.COM ACCOUNT

Access to the Training and Certification Shop => https://training.sap.com/shop/

PLEASE CREATE/CHECK YOUR SAP.COM ACCOUNT

@NEW USERS who don’t have their “sap.com” account yet
⇒ please create your account
(FYI, your sap.com account is your e-mail address + a password created by you. It’s not your S-user S00xxxxx.)

To create your sap.com account, click on “Register” up right of the screen and create your account.

Register or Login

Fill in the form and save.

Assign your account to your S-user: If you already have received previously a S-user from SAP (with the same E-Mail address) you will be asked to assign the user. Please click the radio button and Trigger Assignment. You will receive an E-Mail, please click Verify Assignment in your E-Mail and your S-User will be assigned.

You can also assign an S-User manually.

⇒ Login to your account with your newly created sap.com user (your e-mail address and password)
⇒ Click on My Profile

Online purchase history
S-User Management
Redeem Access Code
Manage Profile

If you haven’t received your S-user yet, the assignment will be done automatically with your booking.
@CURRENT USERS WHO HAVE ALREADY a “sap.com” account
(FYI, your sap.com account is your e-mail address + a password created by you. It’s not your S-user S00xxxxx.)

Logon to your account (= e-mail address and password created by you) by clicking on the Logon button up right of the screen.

Assign your account to your S-user: If you already have received previously a S-user from SAP (with the same E-Mail address) you will be asked to assign the S-user. Please click the radio button and Trigger Assignment. You will receive an E-Mail, please click Verify Assignment in your E-Mail and your S-user will be assigned.

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   S-User Management
   Redeem Access Code
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If you haven’t received your S-user yet, the assignment will be done automatically with your booking.
You have any issue with your user and password, forgot it, want to change it? Then please contact in English: e-learning@sap.com

YOU ARE NOW READY TO PURCHASE YOUR TRAINING!

STEP 1: search your training
Use the search field or access our Courses & Curricula via the button Browse our catalogue

STEP 2: choose your training
Choose your preferred training and date and click on Add to basket. Your training is now in your shopping cart.

STEP 3: checkout
Click on 1 item(s) and go ahead with Proceed to checkout.

STEP 4: payment details
Choose your preferred payment method and the invoice address (if necessary). If needed please enter your reference (example purchase order) and a comment.

Go ahead with Continue.
**STEP 5: order summary**
Check your order summary, tick and agree our terms and conditions and finish your booking with clicking the button **Submit order**.

**STEP 6: booking confirmation**
You will receive your **booking confirmation** (via e-mail) with all details in the next two business days.